

*All official DoD information prepared by or for DoD personnel and intended for official public release must be submitted for security/policy review.<sup>1</sup>*

## HOW TO SUBMIT A DOCUMENT

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Please send **3 copies**, not professionally bound, of each document you wish to have reviewed. Here's how:

1. All documents submitted by **DoD agencies/offices** must be accompanied by a signed DD Form 1910. **Other U.S. Government agencies/departments and contractors** are not required to use the DD Form 1910. A cover letter should be used in lieu of the DD Form 1910.

2. **Unclassified** documents may be submitted by mail, unclassified fax or unclassified email.

3. **Classified** documents may be submitted by classified fax, email on SIPRNET/JWICS or by courier. Please notify DOPSR when forwarding a classified document by classified fax or SIPRNET/JWICS to ensure that it has been received for processing.

**NOTE: All Manuscripts/Books must be mailed, either Standard or Express, NOT EMAILED**

## SUBMISSION METHODS

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### Standard mail:

Department of Defense  
Defense Office of Prepublication and Security Review  
1155 Defense Pentagon  
Washington, DC 20301-1155

### Express mail: (UPS, FEDEX, DHL accepted)

Department of Defense  
Defense Office of Prepublication and Security Review  
Rm. 2A534 Pentagon  
Washington, DC 20301-1155

### Email:

Niprnet:  
whs.pentagon.esd.mbx.secrev@mail.mil  
Siprnet:  
whs.pentagon.esd.mbx.DOPSR@mail.smil.mil  
JWICS: OfficeofSecurity@osdj.ic.gov

### Fax:

Unclassified: 703-614-4956  
Classified: 703-614-4966

## Contact Information/Queries

### DOPSR Help Desk:

Tel: 703-614-5001

DOPSR Website:  
<http://www.dtic.mil/whs/esd/osr/>

## Defense Office of Prepublication and Security Review

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## YOUR GUIDE TO SUBMITTING DOCUMENTS FOR A DOD SECURITY AND POLICY REVIEW



Department of Defense  
Defense Office of Prepublication and  
Security Review  
1155 Defense Pentagon  
Washington, DC 20301-1155

## Customer Questions:

**Tel: 703-614-5001**

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<sup>1</sup> DoD Instruction 5230.29, pg. 3

# STREAMLINING THE SECURITY AND POLICY REVIEW PROCESS

The Defense Office of Prepublication and Security Review (DOPSR) conducts a security and policy reviews on all documents that are submitted for official public release in accordance with DoD Directive 5230.09 and the ITAR. The average response times listed below are estimates upon receipt by DOPSR. Response times may vary based upon the document type and content. Additional time may be needed if the material is complex, voluminous, and/or requires review by DoD components or the Interagency.

1. Please allow **10-15 working days** for review of papers, articles, and briefings.
2. Please allow **15-20 working days** for review of technical papers and brochures.
3. Larger documents – books, reports, and manuscripts - may take longer to review - please allow **30-60 working days**.

Note: For additional information on the prepublication review process, please see DoDI 5230.29 at:  
<http://www.dtic.mil/whs/directives/index.html>

*Please submit documents in a timely manner so that the review can be completed prior to the publication/presentation deadline.*

## WHAT ELSE DO I NEED TO KNOW ABOUT THE REVIEW?

1. All documents submitted for review must be legible and in font size appropriate for review purposes (**no less than 8 pitch**).
2. “Other media” (CDROMs, DVDs) should be in a format compatible with DoD approved software (**MPEG-3 or MPEG-4**) for video or Microsoft Office for documents.
3. Documents already in the public domain **will not** be reviewed.
4. **Proprietary** documents **cannot** be accepted by DOPSR for review.
5. **Final versions only.** Draft versions will not be accepted for review.
6. To expedite processing, send documents by fax or email.
7. Please send **3 unbound hard copies** of the documents to be reviewed.
8. Requests to receive responses by fax or email should be noted in the “**Remarks**” section of DD Form 1910 or cover letter.
9. Provide complete contact information, including fax number, email address and date the review response is needed.

## RESULTS OF REVIEWS

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If no alternate method is indicated, responses will be sent via U.S. Mail or DoD courier.

**Cleared** - Information may be released to the public without restriction.

**Cleared as amended** - Amendments are mandatory due to deletions or additions. DoD clearance is contingent upon implementation of amendments. Information may be released without restriction upon incorporation of the amendments provided by DOPSR.

**Recommended changes** - Identifies non-binding suggested changes to clarify or amplify information in the document.

**Not cleared** - Information is not cleared and may not be publicly released.

**Returned without action** – DOPSR is unable to review due to insufficient time, material is already in the public domain or review was cancelled by the requester.

## APPEALS

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Denials and amendments may be administratively appealed. Any such appeal should offer justification to support reversal of the decision and should be forwarded in writing to DOPSR.